

ONLINE BIDDING PROCEDURES MANUAL

**Business Services Department
Shared Services - Procurement
255 W. Alameda, 6th floor
Tucson, AZ 85701**

**Committed to the values and guiding principles of the
public procurement profession:**

**** Accountability * Ethics * Impartiality ****
**** Professionalism * Service * Transparency ****

Visit our website:

www.tucsonprocurement.com

Main phone line:

520.791.4217



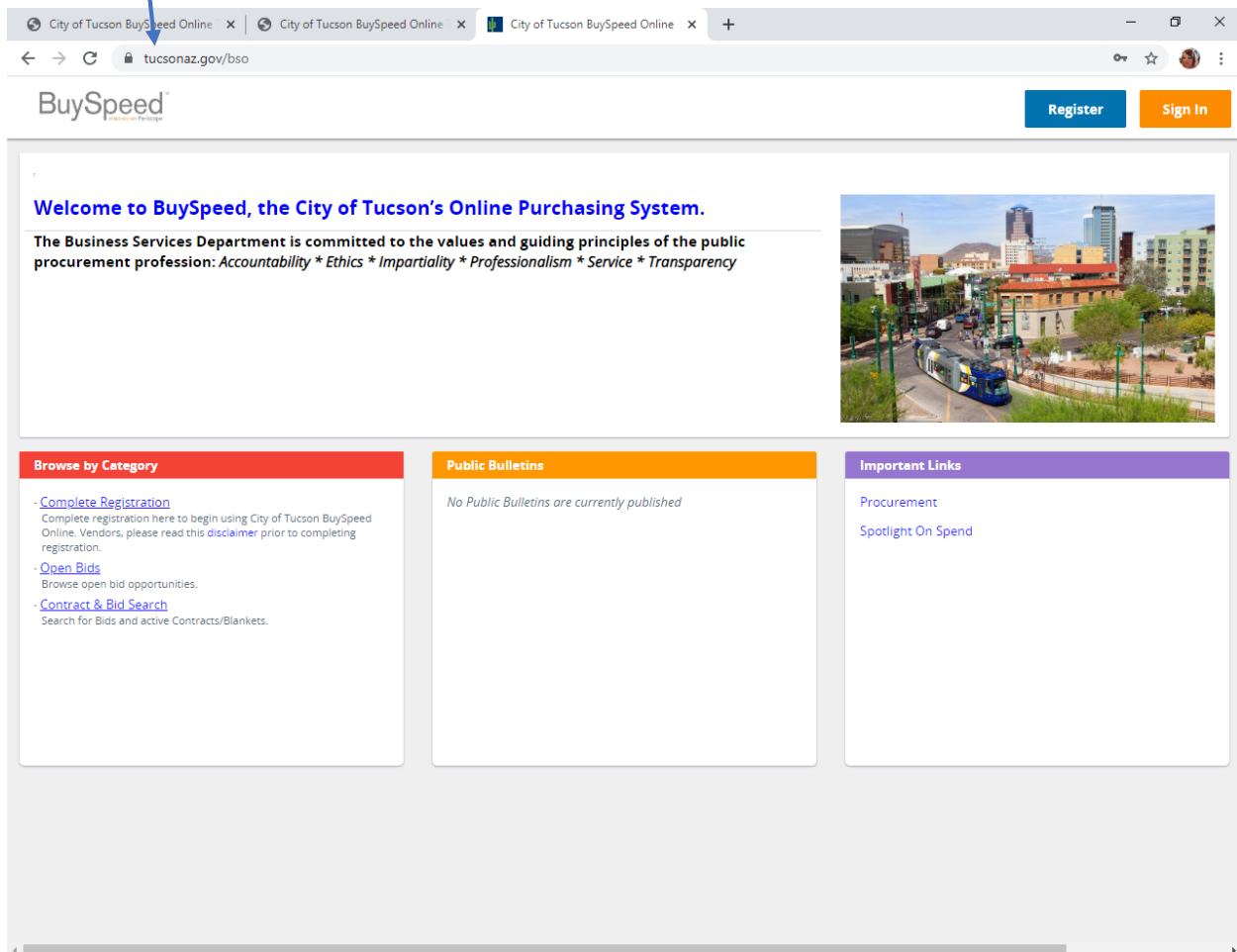
**CITY OF
TUCSON**

Effective April 20, 2020, the City of Tucson will only allow electronic submittal of bids and proposal in response to formal solicitations. Instructions for submitting your response to solicitations online are contained herein.

To provide a response to one of the City's formal solicitations, utilize the following website:

www.tucsonaz.gov/bsc.

***NOTE:** The screenshots in this Procedures Manual were created from a test environment; therefore, colors and web addresses on the screen shots may be different than what you will see in our productional environment.

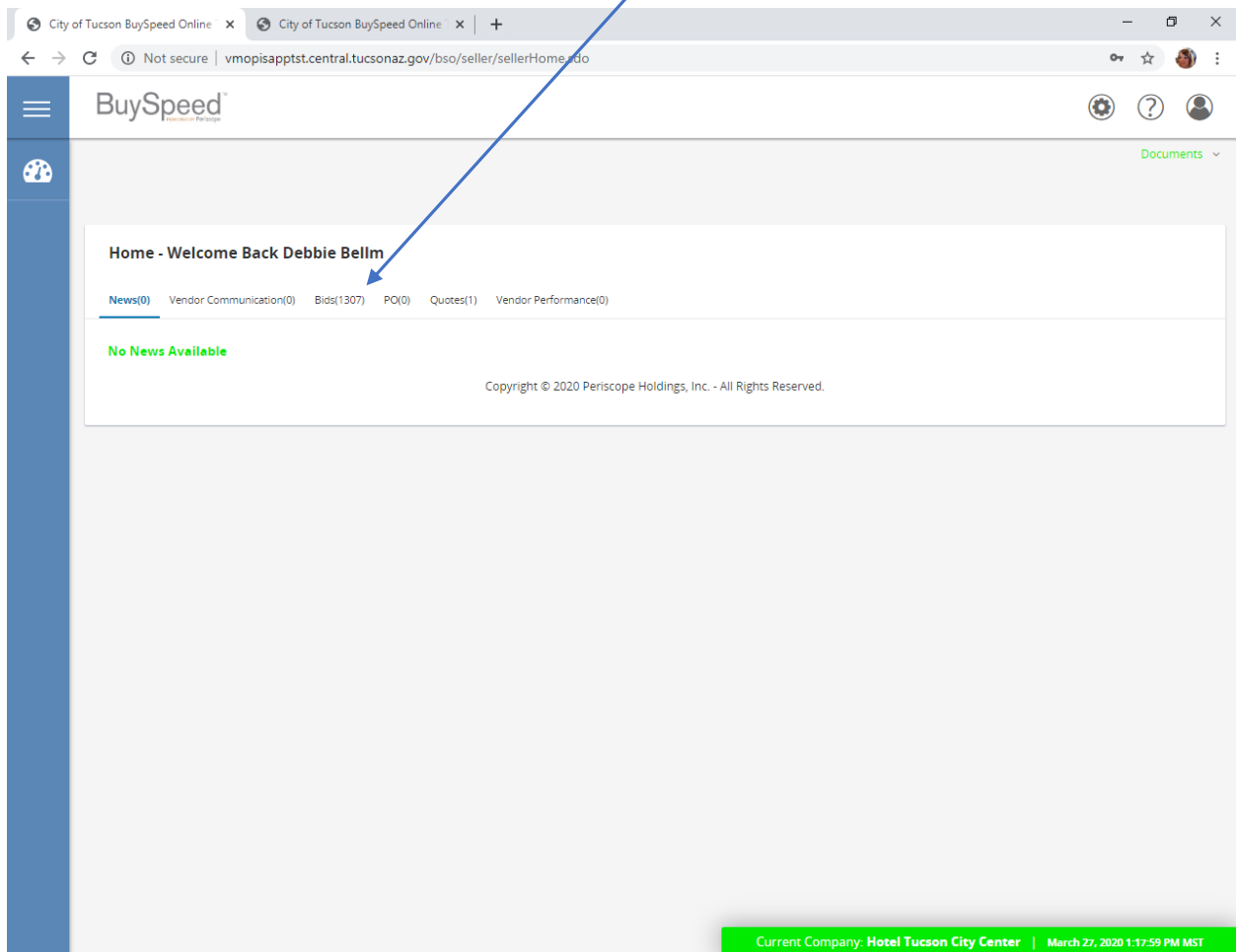


Log into your City of Tucson BuySpeed Account by clicking on the “Sign In” button.

The screenshot shows a web browser with three tabs, all labeled "City of Tucson BuySpeed Online". The address bar shows "tucsonaz.gov/bs". The main header features the "BuySpeed" logo. Below the header, a large white box contains the text: "Welcome to BuySpeed, the City of Tucson's Online Purchasing System." followed by a statement from the Business Services Department. Below this, there are three columns: "Browse by Category" with links for "Complete Registration", "Open Bids", and "Contract & Bid Search"; "Public Bulletins" with the text "No Public Bulletins are currently published"; and "Important Links" with links for "Procurement" and "Spotlight On Spend". A modal form is overlaid on the right side of the page. The modal has a title "Welcome to City of Tucson BuySpeed Online" and a close button. It contains two input fields: "Login ID" with the prompt "Please enter the login id." and "Password" with the prompt "Please enter the password.". Below these fields is an orange "Sign In" button and a blue "Login Assistance" link. A blue arrow points from the "Sign In" button in the top right corner of the page to the "Sign In" button in the modal. Another blue arrow points from the "Login Assistance" link in the modal to the text in the paragraph below the screenshot.

You must have an account to be able to submit an electronic response to a solicitation. If you have an account, but cannot remember your Login ID or password, you can click on the “Login Assistance” link for help. If you are still unable to log in, you can email VendorRegistration@tucsonaz.gov.

Once logged in, you will see a welcome screen. Select “Bids”.



Once you click on “Bids”, you can see all available Open Bids. Select the Bid # you are interested in replying to.

City of Tucson BuySpeed Online

Not secure | vmopisaptst.central.tucsonaz.gov/bso/seller/sellerHome.sdo

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Home - Welcome Back Debbie Bellm

News(0) Vendor Communication(0) **Bids(1307)** PO(0) Quotes(1) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
202372	City of Tucson		Mora Corral	ORAL INTERPRETATION SERVICES AND WRITTEN/AUDIO TRANSLATION AND TRANSCRIPTION SERVICES	01/01/2025 02:00:00 PM	
171637	City of Tucson		Carole Quintana	Bell Helicopter / Textron OEM Part	07/28/2017 04:00:00 PM	

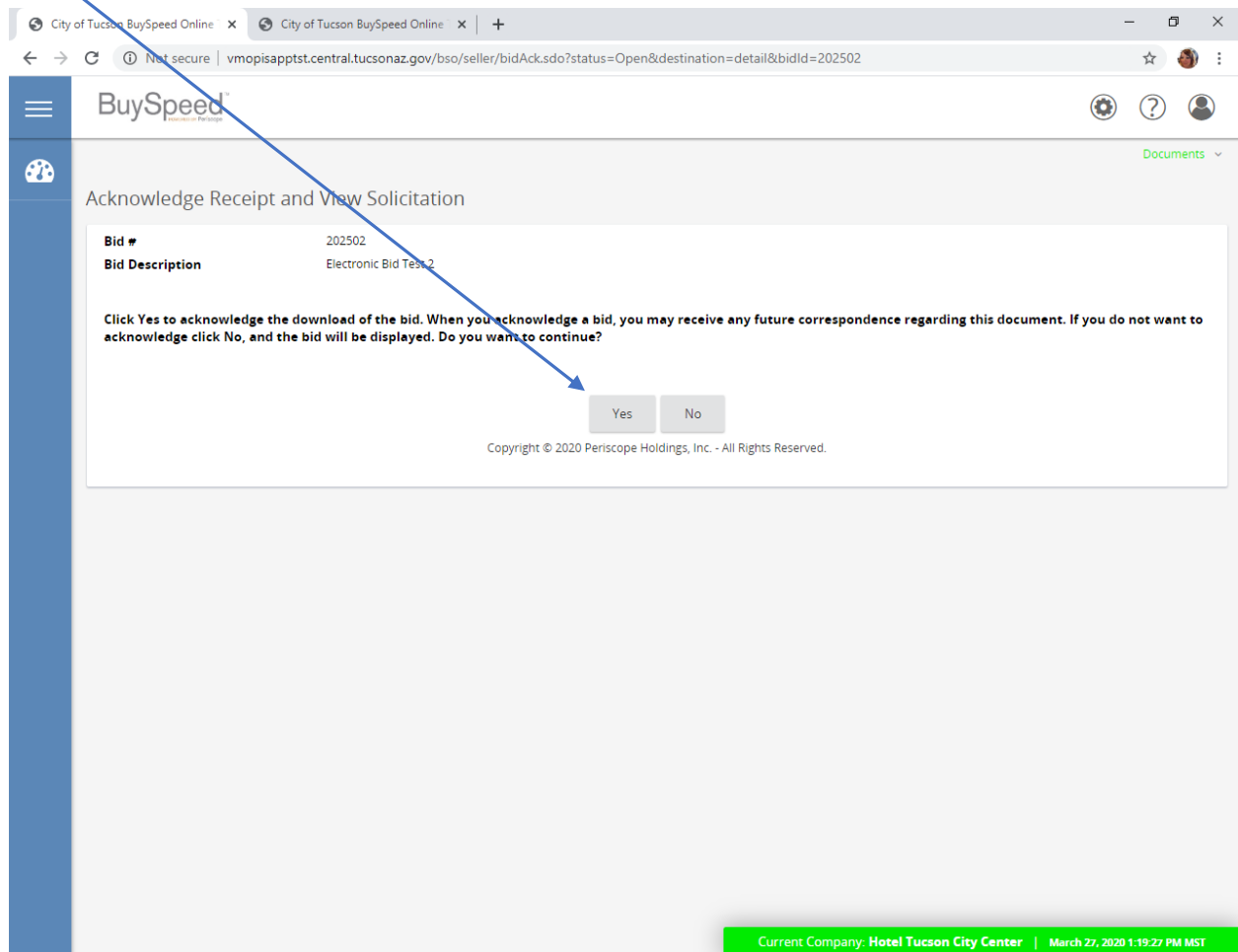
Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
202502	City of Tucson		Jenn Myers	Electronic Bid Test 2	04/30/2020 04:00:00 PM	View	Create Quote	
202447	City of Tucson		Jeffrey Whiting	Enterprise Asset Management Software Implementation	04/03/2020 02:00:00 PM	View	online quote not allowed	
202445	City of Tucson		Jenn Myers	JOC for Water Production Well Drilling Services	01/01/2025 02:00:00 PM	View	online quote not allowed	List
202443	City of Tucson	202443	Jenn Myers	Plastic Storage Containers for Property and Evidence	01/01/2025 02:00:00 PM	View	online quote not allowed	
202437	City of Tucson		Troy Rombough	Federal Level Consultant	01/01/2025 02:00:00 PM	View	online quote not allowed	

View More...

Current Company: Hotel Tucson City Center | March 27, 2020 1:18:10 PM MST

Once you click on the Bid #, you will be asked to acknowledge the download of the bid. Select either yes or no to view the solicitation.



City of Tucson BuySpeed Online x City of Tucson BuySpeed Online x +

Net secure | vmopisapptst.central.tucsonaz.gov/bso/seller/bidAck.sdo?status=Open&destination=detail&bidid=202502

BuySpeed[™]

Documents

Acknowledge Receipt and View Solicitation

Bid #	202502
Bid Description	Electronic Bid Test 2

Click **Yes** to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click **No**, and the bid will be displayed. Do you want to continue?

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Current Company: **Hotel Tucson City Center** | March 27, 2020 1:19:27 PM MST

After you select yes or no, you will be shown the Bid Solicitation.

***NOTE:** The BuySpeed software refers to all solicitations as “Bid Solicitations” regardless of what type of solicitation it is (i.e., Request for Proposals, Request for Qualification, or Invitation for Bid). The actual solicitation type will always be indicated on the solicitation document itself.

You can view the solicitation and any attachments by clicking on them under the “File Attachments” section.

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Documents

Bid Solicitation: 202502

Header Information

Bid Number:	202502	Description:	Electronic Bid Test 2	Bid Opening Date:	04/30/2020 04:00:00 PM
Purchaser:	Jenn Myers	Organization:	City of Tucson		
Department:	BSD - Business Services	Location:	SSP - Shared Services Procurement		
Fiscal Year:	20	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	03/27/2020 12:31:24 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Nathan Daou 255 W Alameda, 6th Fl East Tucson, AZ 85701 USA Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Accounts Payable PO Box 27450 Tucson, AZ 85726-7450 USA Email: test@periscopeholdings.com Phone: (123)456-7890
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File Attachments: 202502.pdf

Form Attachments:

Amendments:

Amendment #	Amendment Date	Amendment Note
1	03/27/2020 02:02:08 PM	Added Attachment Attachment File Changes: Header 1. File '202502.pdf': File '202502.pdf' added .

Item Information

Item # 1:

A formal bid notification has been sent to you by \$AGENCYNAME\$. To respond online, visit the site at \$EXTERNALPORTALWEBSITEADDRESS\$. Enter your login and password information and click on the \$AGENCYNAME\$ Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$BUYERNAME\$ by calling \$BUYERPHONE\$. The information from the request is below: Bid Header Requesting Department: \$DEPARTMENTNAME\$ Buyer Name: \$BUYERNAME\$ Buyer Phone: \$BUYERPHONE\$ Buyer Email: \$EMAILADDRESS\$ Bid Number: \$BIDNUMBER\$ Description: \$DESCRIPTION\$ Opening Date/Time: \$OPENINGDATETIME\$ Available Date/Time: \$AVAILABLEDATETIME\$ Thank you for your participation.

Qty

Unit Cost

UOM

Tax Rate

Tax Amount

Total Cost

1.0		EA - Each			
-----	--	-----------	--	--	--

Manufacturer:

Brand:

Model:

Make:

Packaging:

Acknowledge Amendment(s)

Print Page

Create Quote

Bid Q & A

Exit

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Current Company: Hotel Tucson City Center | March 27, 2020 2:04:47 PM MST

When you click on one of the file attachments, it will bring up the solicitation document for your review. You may want to print the document.

City of Tucson BuySpeed Online x 202502.pdf x +

File | C:/Users/jmyers2/Downloads/202502.pdf

CITY OF TUCSON REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NUMBER:	202502
PROPOSAL DUE DATE:	January 1, 2025, AT 4:00 P.M. LOCAL AZ TIME
PROPOSAL SUBMITTAL LOCATION:	Business Services Department 255 W. Alameda, 6 th Floor, Tucson, AZ 85701
MATERIAL OR SERVICE:	Electronic Bid Test 2
PRE-PROPOSAL CONFERENCE DATE:	December 25, 2025
TIME:	11:00 A.M.
LOCATION:	Conference Call Test
CONTRACT OFFICER:	Jenn Myers, CPPB
TELEPHONE NUMBER:	(520) 837-4137 Jenn.myer@tucsonaz.gov

A copy of this solicitation and possible future amendments may be obtained from our Internet site at: <http://www.tucsonprocurement.com/> by selecting the Bid Opportunities link and the associated solicitation number. The City does not mail out Notices of available solicitations via the U.S. Postal Service. Email notifications are sent to those interested offerors who are registered with us and who have selected email as their preferred delivery method. To register, please visit www.tucsonprocurement.com, click on Vendors, then click on Vendor Registration. To update an existing record, click on Vendors, click on What's New?, and read the section titled "Notice of Solicitations." You may also call (520) 791-4217 if you have questions.

Competitive sealed proposals for the specified material or service shall be received by the Department of Procurement, 255 W. Alameda, 6th Floor, Tucson, Arizona 85701, until the date and time cited.

Proposals must be in the actual possession of the Department of Procurement at the location indicated, on or prior to the exact date and time indicated above. Late proposals shall not be considered. The prevailing clock shall be the City Department of Procurement clock.

Proposals must be submitted in a sealed envelope. The Request for Proposal number and the offeror's name and address should be clearly indicated **on the outside** of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the Contract Officer listed above.

******ALERT******

All visitors to City Hall are now required to show picture identification when going through the security checkpoint in the main lobby. Visitors should plan accordingly.

JM

PUBLISH DATE: March 27, 2020

Once you are ready to respond, click on "Create Quote".

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Periscope Holdings

Documents ▾

Bid Solicitation: 202502

Header Information

Bid Number: 202502

Purchaser: Jenn Myers

Department: BSD - Business Services

Fiscal Year: 20

Alternate Id:

Info Contact:

Purchase Method: Open Market

Description: Electronic Bid Test 2

Organization: City of Tucson

Location: SSP - Shared Services Procurement

Type Code:

Required Date:

Bid Type: OPEN

Bid Opening Date: 04/30/2020 04:00:00 PM

Allow Electronic Quote: Yes

Available Date : 03/27/2020 12:31:24 PM

Informal Bid Flag: No

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: Nathan Daou
255 W Alameda, 6th Fl East
Tucson, AZ 85701
USA
Email: test@periscopeholdings.com
Phone: (123)456-7890

Bill-to Address: Accounts Payable
PO Box 27450
Tucson, AZ 85726-7450
USA
Email: test@periscopeholdings.com
Phone: (123)456-7890

File Attachments: 202502.pdf

Form Attachments:

Amendments:

Amendment #	Amendment Date	Amendment Note
1	03/27/2020 02:02:08 PM	Added Attachment Attachment File Changes: Header 1, File '202502.pdf': File '202502.pdf' added .

Item Information

Item # 1: A formal bid notification has been sent to you by \$AGENCYNAME\$. To respond online, you need your company's username and login ID. Go to the \$AGENCYNAME\$ site at \$EXTERNALPORTALWEBSITEADDRESS\$. Enter your login and password information and click on the "Log In" button. Once logged in, click on the "Open Bids" section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$BUYERNAME\$ by calling \$BUYERPHONE\$. The information from the request is below: Bid Header Requesting Department: \$DEPARTMENTNAME\$ Buyer Name: \$BUYERNAME\$ Buyer Phone: \$BUYERPHONE\$ Buyer Email: \$EMAILADDRESS\$ Bid Number: \$BIDNUMBER\$ Description: \$DESCRIPTION\$ Opening Date/Time: \$OPENINGDATETIME\$ Available Date/Time \$AVAILABLEDATETIME\$ Thank you for your participation.

Current Company: Hotel Tucson City Center

March 27, 2020 2:04:47 PM MST

Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each			
Manufacturer:					
Make:					
Brand:					
Packaging:					
Model:					

Acknowledge Amendment(s)

Print Page

Create Quote

Bid Q & A

Exit

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You are now able to begin creating your electronic submittal (whether it be a Bid, Proposal, or a Statement of Qualifications).

Enter your contact information including a telephone number and email address in the “Info Contact” Box.

You can also change the Description to Your Company’s Name.

City of Tucson BuySpeed Online

City of Tucson BuySpeed Online

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BuySpeed

Documents

New Quote

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Quote #: City of Tucson

Organization: City of Tucson

Status: In progress

Bid #: 202502

Description: Electronic Bid Test 2

Discount Percent: 0.0 %

Alternate Bid: ☐

Freight Terms:

Payment Terms:

Delivery Days: 0

Is "No Bid": ☐

Shipping Terms:

Ship Via Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated:

User Last Updated:

[Save & Continue](#)

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Current Company: Hotel Tucson City Center | March 27, 2020 1:51:12 PM MST

Click on “Save & Continue”.

No other information is required to begin your quote, and no other fields should be filled out, as the City intends for you to indicate this information in the response that you will upload as an attachment. If you choose to complete any other field here besides the two fields indicated above, you MUST include that same information in the response that you upload as an attachment, as the information entered on this screen will not be considered, and only information included in your attachment will be considered.

Once you click on the “Save & Continue” button, this will create a quote number that will allow you to respond electronically.

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteGeneral.sdo

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Quote #: 00008208 Bid #: 202502

Organization: City of Tucson

Status: In progress

Description*: Electronic Bid Test 2

Delivery Days: 0

Discount Percent: 0.0 %

Is "No Bid": ☐

Alternate Bid: ☐

Shipping Terms:

Freight Terms:

Ship Via Terms:

Payment Terms:

Promised Date:

Info Contact: Jenn Myers
520-837-4137
jenn.myers@tucsonaz.gov

Comments:

Date Last Updated: 03/27/2020 02:10:40 PM

User Last Updated: Debbie Bellm

[Save & Continue](#)

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:10:56 PM MST

Once you have saved your Quote, and a Quote number is generated, you can close it and return to it at a later time to complete it and submit it.

Next select the Terms & Conditions Tab. Here you will acknowledge the Terms and Conditions.

You can select "Yes", "Yes with exceptions", or "No". If you select "Yes with exceptions" or "No", you will need to make a summary of the exceptions in the comments below, as well as within your electronic response. You MUST include your exceptions in your uploaded attachment. Any exception not noted in your attachment will not be considered. In the case of a discrepancy between what is entered in this explanation field and what is in the uploaded attachment, the uploaded attachment shall govern.

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteTermCondition.sdo?quoteId=00008208

BuySpeed™

Documents

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
202502.pdf (view details)		183,867 bytes

Do you accept the terms & conditions of the bid?

☐ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

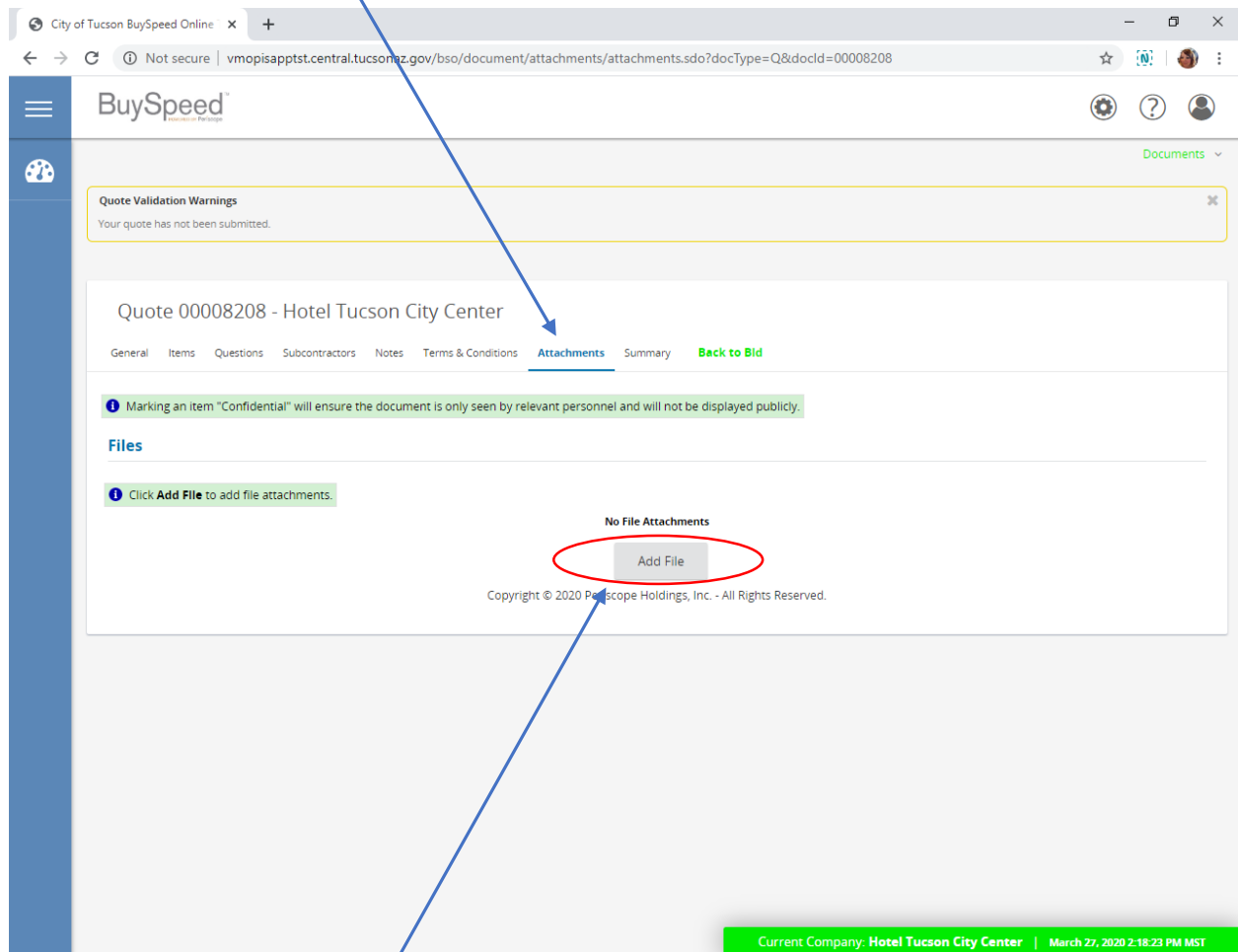
[Save & Continue](#)

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:12:26 PM MST

Once you make your selection, press "Save & Continue". This will remove the Red Quote Validation Error at the top of the screen and the Terms & Conditions will be acknowledged.

Next, select the “Attachments” tab. In this tab, you can add upload documents necessary for your response.



For each file, click on the “Add File” button.

Select the “Browse or Choose File” button (Note: the button has a slightly different name than in the screenshot shown below).

City of Tucson BuySpeed Online

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BuySpeed™

Documents

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: Choose File No file chosen

Location: 0016978

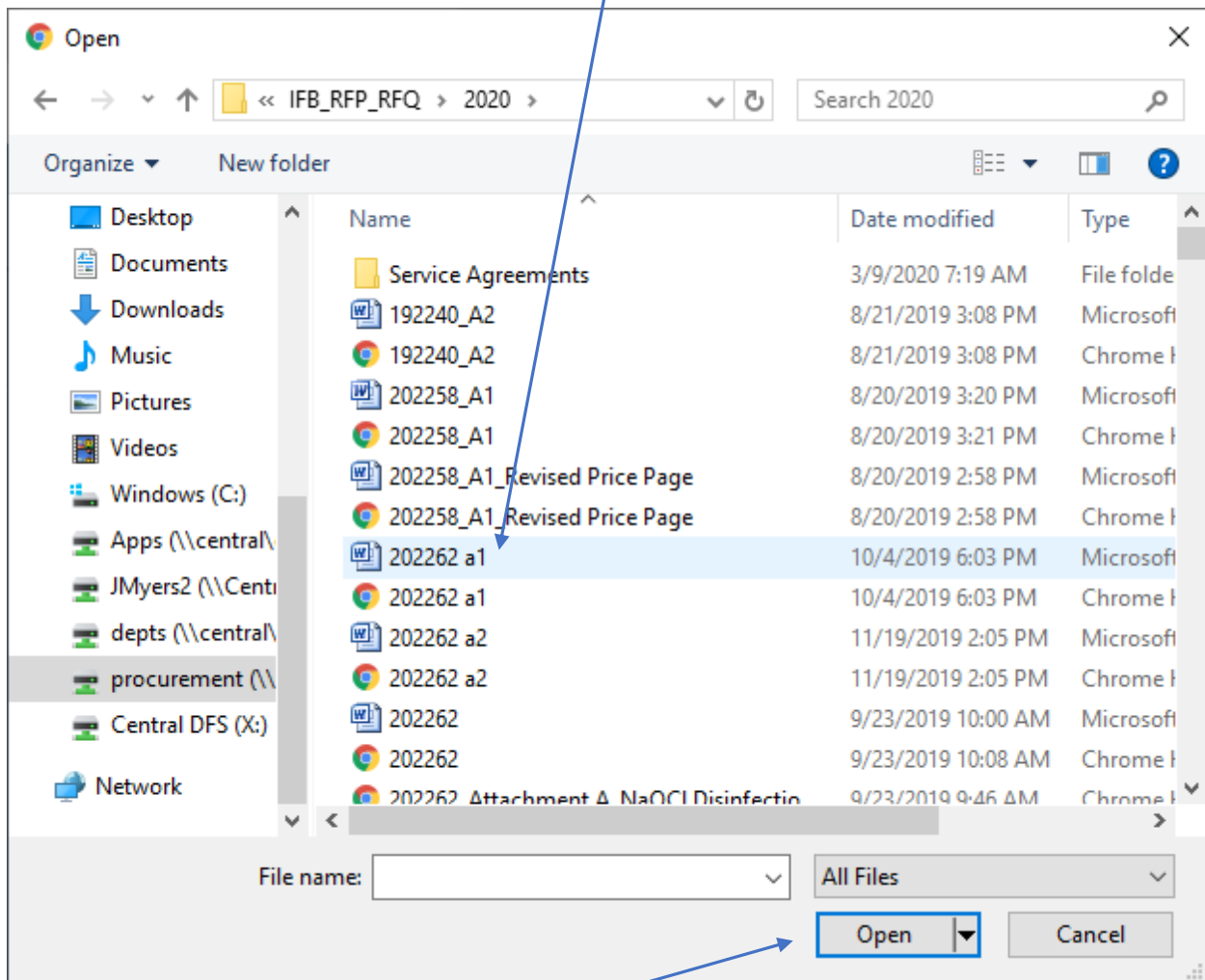
Confidential: ☐

Save & Exit Save & Continue Reset Cancel & Exit

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:18:55 PM MST

Search for the file on your computer and select the file you would like to attach as your response to the solicitation.



Click the "Open" button.

You can enter a description of the file you are uploading, such as “Acme Company’s response to RFP #202262”.

The screenshot shows the 'Add File' form in the BuySpeed application. The form includes the following fields and elements:

- Name*:** A text input field containing '202262 a1.pdf'. A blue arrow points from the top instruction text to this field.
- Description:** A text input field containing 'Response to solicitation'. This field is circled in red, and a blue arrow points from the top instruction text to it.
- File*:** A button labeled 'Choose File' followed by the text '202262 a1.pdf'.
- Location:** A text input field containing '0016978'.
- Confidential:** A checkbox that is currently unchecked.
- Buttons:** Four buttons at the bottom: 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. A blue arrow points from the bottom instruction text to the 'Save & Exit' button.
- Instructions:** Two green boxes at the top provide instructions: 'Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.' and 'Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.'
- Footer:** A green bar at the bottom right displays 'Current Company: Hotel Tucson City Center' and 'March 27, 2020 2:29:19 PM MST'.

Click the “Save & Exit” button. This will take you back to the screen where you can continue to add additional attachments if you have any. Repeat the same steps for additional files.

*NOTE: The software program has a check box titled “Confidential”. However, the City does not use this box as a way for bidders/offerors to indicate whether or not their attachment contains any confidential information. As per Paragraph 12 of the Instructions to Bidders/Offerors section of the solicitation, the bidder/offeror must indicate any requests for confidentiality within their submittal (i.e., that attachment that is uploaded here) itself. The City will not act upon the checking of this box, and will only act upon requests for confidentiality that are made within the submittal itself.

To request that information be held confidential, your attachment **MUST** be clearly marked confidential on the page(s) you are requesting to be held confidential. (Note that pricing will **NEVER** be held confidential.) You should also include a cover letter explaining your reason for requesting the information be held confidential.

The screenshot shows the 'Add File' form in the City of Tucson BuySpeed Online system. The form includes the following fields and options:

- Name***: 202262_Attachment C.pdf
- Description**: Attachment C Response
- File***: Choose File 202262_Attachment C.pdf
- Location**: 0016978
- Confidential**: ☒ (This checkbox is circled in red in the original image)

At the bottom of the form are four buttons: Save & Exit, Save & Continue, Reset, and Cancel & Exit. Below the buttons is the copyright notice: Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

The bottom of the page features a green status bar with the text: Current Company: Hotel Tucson City Center | March 27, 2020 2:30:40 PM MST

Once you have added all your attachments, you can see them listed on the Attachments tab screen.

The screenshot shows the BuySpeed portal interface. At the top, the browser address bar displays the URL: `vmopisapptst.central.tucsonaz.gov/bsa/document/attachments/attachmentFileDetail.sdo`. The BuySpeed logo is in the top left, and a 'Documents' dropdown is in the top right. A yellow warning box at the top states: 'Quote Validation Warnings: Your quote has not been submitted.'

The main content area is titled 'Quote 00008208 - Hotel Tucson City Center'. Below the title is a navigation bar with tabs: 'General', 'Items', 'Questions', 'Subcontractors', 'Notes', 'Terms & Conditions', 'Attachments(3)', 'Summary', and a green 'Back to Bid' button. A blue arrow points to the 'Attachments(3)' tab.

Below the navigation bar is a green informational box: 'Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.'

The 'Files' section contains a table with the following data:

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
202262 a1~1.pdf (view details)	Response to solicitation	<input type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>
202262_Attachment C.pdf (view details)	Attachment C Response	<input checked="" type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>
202262_Attachment B.pdf (view details)	Attachment B Response	<input type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>

At the bottom of the table are two buttons: 'Save & Continue' and 'Add File'. Below these buttons is the copyright notice: 'Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.'

A green footer bar at the bottom right displays: 'Current Company: Hotel Tucson City Center | March 27, 2020 2:31:54 PM MST'.

Go to the Summary Tab.

BuySpeed[™]

Documents

Overall Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions Attachments(3) **Summary** Back to Bid

Header Information

Quote #:	00008208	Bid #:	202502	Status:	In progress
Organization:	City of Tucson	Delivery Days:	0	Discount Percent:	0.0
Description:	Electronic Bid Test 2	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:		Quote Total	\$0.00
Freight Terms:		Info Contact:	Jenn Myers 520-837-4137 jenn.myers@tucsonaz.gov		
Ship Via Terms:		User Last Updated:	Debbie Bellm		
Promised Date					
Comment:					
Date Last Updated:	03/27/2020 02:17:12 PM				

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf': File '202502.pdf' added.	Sent to : jenn043003@yahoo.com at 03/27/2020 02:03:03 PM	
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf': File '202502.pdf' added.	Sent to : test@periscopeholdings.com at 03/27/2020 02:03:03 PM	

Attachments

Agency Files:

Agency Forms:

Vendor Files:

- 202262 a1-1.pdf
- 202262_Attachment C.pdf
- 202262_Attachment B.pdf

Vendor Forms:

Current Company: Hotel Tucson City Center | March 27, 2020 2:32:55 PM MST

Item Information

Print Sequence # 1.0 : A formal bid notification has been sent to you by \$\$AGENCYNAME\$\$\$. To respond online, you need your company's user name and login ID. Go to the \$\$AGENCYNAME\$\$ site at \$\$EXTERNALPORTALWEBSITEADDRESS\$\$\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$\$BUYERNAME\$\$ by calling \$\$BUYERPHONE\$\$\$. The information from the request is below: Bid Header Requesting Department: \$\$DEPARTMENTNAME\$\$ Buyer Name: \$\$BUYERNAME\$\$ Buyer Phone: \$\$BUYERPHONE\$\$ Buyer Email: \$\$EMAILADDRESS\$\$ Bid Number: \$\$BIDNUMBER\$\$ Description: \$\$DESCRIPTION\$\$ Opening Date/Time: \$\$OPENINGDATETIME\$\$ Available Date/Time: \$\$AVAILABLEDATETIME\$\$ Thank you for your participation.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

QUOTE 1.0

Print Submit Quote Cancel Quote

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Once you have attached all your documents you can submit your quote

The system will ask you if you are sure. Select Ok.

The screenshot shows a web browser window with the URL `vmopisapptst.central.tucsonaz.gov/bsq/quotes/vendor/vquoteSummary.sdo?quoteId=00008208`. A modal dialog box is displayed in the center, asking "Are you sure you want to submit this quote?" with "OK" and "Cancel" buttons. An arrow points from the text "The system will ask you if you are sure. Select Ok." to the "OK" button.

The background page is the "BuySpeed" portal. It has a left sidebar with a menu icon and a "BuySpeed" logo. The main content area is divided into sections:

- Attachments:**
 - Agency Files:
 - Agency Forms:
 - Vendor Files: [202262 a1~1.pdf](#), [202262_Attachment C.pdf](#), [202262_Attachment B.pdf](#)
 - Vendor Forms:
- Item Information:**

Print Sequence # 1.0: A formal bid notification has been sent to you by \$AGENCYNAME\$. To respond online, you need your company's user name and login ID. Go to the \$AGENCYNAME\$ site at \$EXTERNALPORTALWEBSITEADDRESS\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$BUYERNAME\$ by calling \$BUYERPHONE\$. The information from the request is below: Bid Header Requesting Department: \$DEPARTMENTNAME\$ Buyer Name: \$BUYERNAME\$ Buyer Phone: \$BUYERPHONE\$ Buyer Email: \$EMAILADDRESS\$ Bid Number: \$BIDNUMBER\$ Description: \$DESCRIPTION\$ Opening Date/Time: \$OPENINGDATETIME\$ Available Date/Time \$AVAILABLEDATETIME\$ Thank you for your participation.

Quantity	UOM
1.0	EA

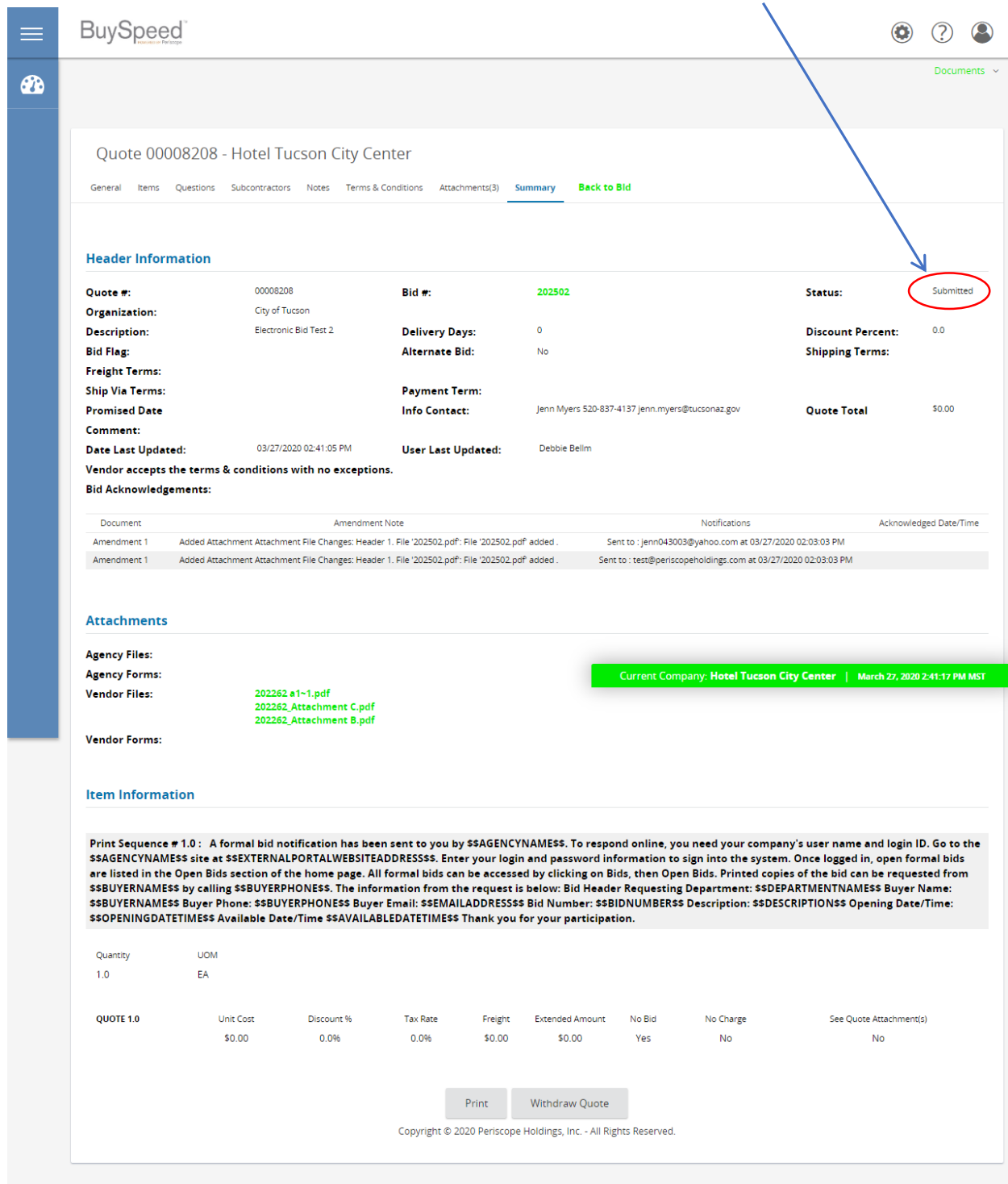
QUOTE 1.0	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

Buttons: Print, Submit Quote, Cancel Quote

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At the bottom, a green bar displays "Current Company: Hotel Tucson City Center" and "March 27, 2020 2:40:38 PM MST".

You can now see that the status of your response has been changed to “Submitted.”



Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions Attachments(3) **Summary** [Back to Bid](#)

Header Information

Quote #:	00008208	Bid #:	202502	Status:	Submitted
Organization:	City of Tucson	Delivery Days:	0	Discount Percent:	0.0
Description:	Electronic Bid Test 2	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:		Quote Total	\$0.00
Freight Terms:		Info Contact:	Jenn Myers 520-837-4137 jenn.myers@tucsonaz.gov		
Ship Via Terms:		User Last Updated:	Debbie Belim		
Promised Date					
Comment:					
Date Last Updated:	03/27/2020 02:41:05 PM				

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf'. File '202502.pdf' added .	Sent to : jenn043003@yahoo.com at 03/27/2020 02:03:03 PM	
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf'. File '202502.pdf' added .	Sent to : test@periscopeholdings.com at 03/27/2020 02:03:03 PM	

Attachments

Agency Files:

Agency Forms:

Vendor Files:

- 202262 a1~1.pdf
- 202262_Attachment C.pdf
- 202262_Attachment B.pdf

Vendor Forms:

Item Information

Print Sequence # 1.0: A formal bid notification has been sent to you by \$\$AGENCYNAME\$\$\$. To respond online, you need your company's user name and login ID. Go to the \$\$AGENCYNAME\$\$ site at \$\$EXTERNALPORTALWEBSITEADDRESS\$\$\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$\$BUYERNAME\$\$ by calling \$\$BUYERPHONE\$\$\$. The information from the request is below: Bid Header Requesting Department: \$\$DEPARTMENTNAME\$\$ Buyer Name: \$\$BUYERNAME\$\$ Buyer Phone: \$\$BUYERPHONE\$\$ Buyer Email: \$\$EMAILADDRESS\$\$ Bid Number: \$\$BIDNUMBER\$\$ Description: \$\$DESCRIPTION\$\$ Opening Date/Time: \$\$OPENINGDATETIME\$\$ Available Date/Time: \$\$AVAILABLEDATETIME\$\$ Thank you for your participation.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

QUOTE 1.0

Unit Cost: \$0.00, Discount %: 0.0%, Tax Rate: 0.0%, Freight: \$0.00, Extended Amount: \$0.00, No Bid: Yes, No Charge: No, See Quote Attachment(s): No

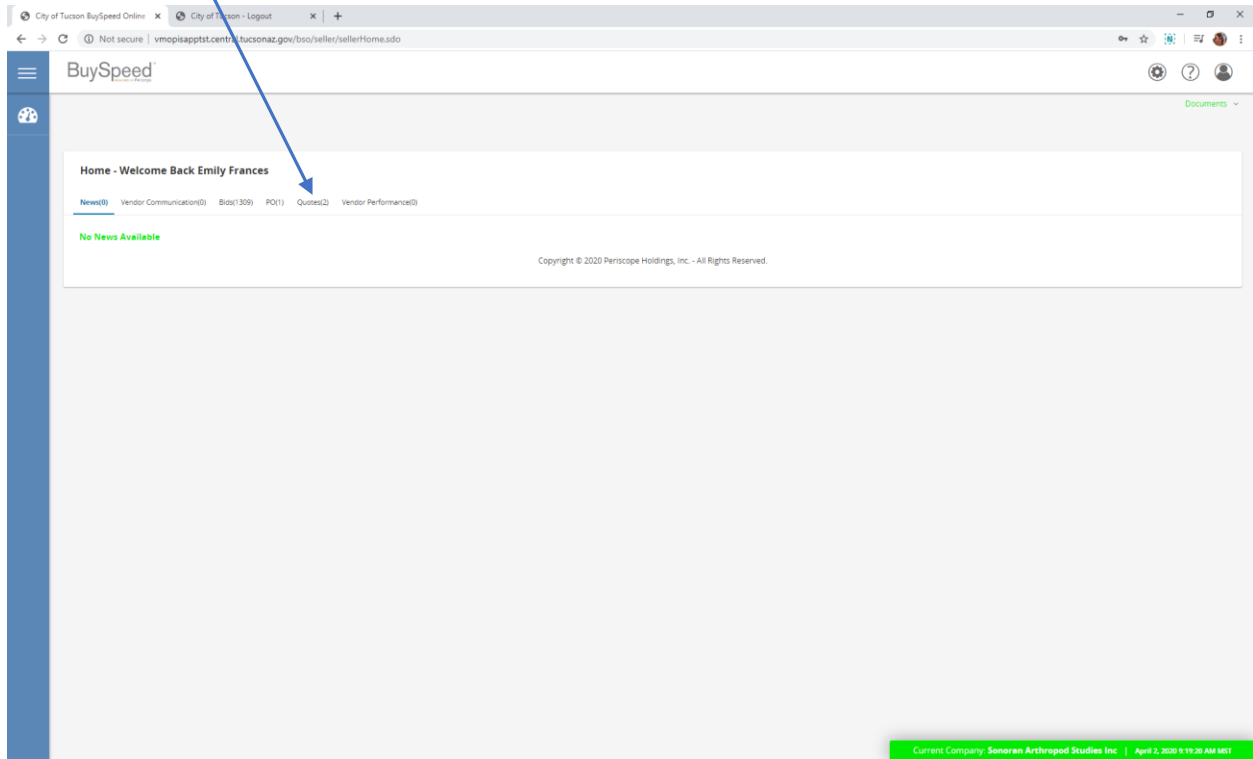
[Print](#) [Withdraw Quote](#)

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Congratulations, you have responded to the solicitation!

Thank you for your interest in doing business with the City of Tucson.

If you happen to log out while submitting your quote, you can log back in and complete your quote by selecting “Quotes.”



From there, select “Working.”

The screenshot shows the City of Tucson BuySpeed portal. The browser address bar indicates the URL: `vmopisapptst.central.tucsonaz.gov/bso/sellerHome.sdo`. The page header includes the BuySpeed logo and a 'Documents' link. The main content area is titled 'Home - Welcome Back Emily Frances'. Below the title is a navigation bar with the following links: News(0), Vendor Communication(0), Bids(1308), POI(1), Quotes(2), and Vendor Performance(0). The 'Quotes(2)' link is highlighted in blue. Below the navigation bar, there are two sections: 'Active Informal Quotes' and 'Expired Informal Quotes'. Both sections display 'No records found.' in green text. At the bottom of the page, a green footer bar contains the text: 'Current Company: Sonoran Arthropod Studies Inc | April 2, 2020 9:21:06 AM MDT'. A blue arrow points from the text 'From there, select “Working.”' to the 'Working(1)' link in the navigation bar.

City of Tucson BuySpeed Online

City of Tucson - Logout

Not secure | vmopisapptst.central.tucsonaz.gov/bso/sellerHome.sdo

BuySpeed

Documents

Home - Welcome Back Emily Frances

News(0) Vendor Communication(0) Bids(1308) POI(1) Quotes(2) Vendor Performance(0)

Working(1) Submitted(1) Revisions(0) Withdrawn(0)

Active Informal Quotes

No records found.

Expired Informal Quotes

No records found.

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Current Company: Sonoran Arthropod Studies Inc | April 2, 2020 9:21:06 AM MDT

Select the quote number related to the bid you are replying to.

City of Tucson BuySpeed Online x City of Tucson Logout x +

Not secure | vmopisapptst.centraltucsonaz.gov/bso/seller/sellerHome.sdo

BuySpeed

Documents

Home - Welcome Back Emily Frances

News(2) Vendor Communication(2) Bids(1308) POI(1) Quotes(2) Vendor Performance(2)

Informa(2) **New Alerts(1)** Submitted(1) Revision(2) Withdrawn(2)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
0000313	City of Tucson	103503	04/30/2020 04:00:00 PM	04/02/2020 09:18:52 AM

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Current Company: Sonoran Arthropod Studies Inc | April 2, 2020 9:21:08 AM MDT

You will then be asked to acknowledge that this quote has not been submitted. Select Yes.

The screenshot shows a web browser window with the BuySpeed portal. The browser's address bar displays the URL: `vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteGeneral.do?ack=true"eId=00008213`. The page header includes the BuySpeed logo and a 'Documents' dropdown menu. Below the header, there are two validation messages: a red-bordered box for 'Quote Validation Errors' stating 'Terms & Conditions is not acknowledged.', and a yellow-bordered box for 'Quote Validation Warnings' stating 'Your quote has not been submitted.'. The main content area displays the quote details for 'Quote 00008213 - Sonoran Arthropod Studies Inc', including the 'Quote Number' (00008213) and 'Quote Description' (Electronic Bid Test 2). A message prompts the user to 'Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.' A blue arrow points to a 'Yes' button. The footer contains the copyright notice 'Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.' and a green status bar at the bottom right indicating the current company is 'Sonoran Arthropod Studies Inc.' and the date is 'April 2, 2020 9:22:19 AM MDT'.

City of Tucson BuySpeed Online | City of Tucson - Logout

Not secure | vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteGeneral.do?ack=true"eId=00008213

BuySpeed

Documents

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008213 - Sonoran Arthropod Studies Inc

Quote Number 00008213
Quote Description Electronic Bid Test 2

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Yes

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Current Company: Sonoran Arthropod Studies Inc. | April 2, 2020 9:22:19 AM MDT

After selecting yes, you can proceed with finishing your quote. (Back to page #11)